



Welcome

This is the 39th edition of the Academic Services Newsletter, a consolidated source of information that supports all UCL staff managing the student lifecycle. If you know any colleagues who would like to receive these monthly newsletters, or have any new starters on your team, they can [sign-up here](#). Previous editions are available via the [Archive](#).

Need to Know

[Transferring marks from AssessmentUCL to Portico](#)



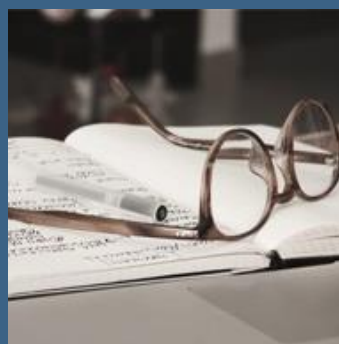
Find out when and how to transfer marks from AssessmentUCL to Portico

[Module Selection](#)



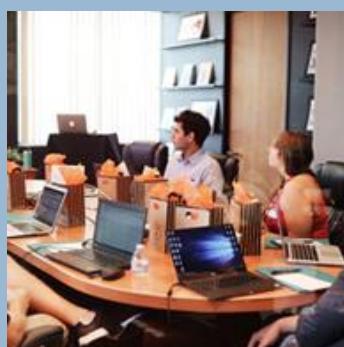
90% of students submit their preferred modules for next academic year

[Post Exam Board module assessment changes](#)



Timeline of activities for updating assessments prior to Module Catalogue refresh and Module Selection for new students

[Summer Exam Board Period – Preparing your data and upcoming training sessions](#)



To help you prepare for the upcoming Exam Boards here is guidance on the data checks you can

[Phasing out of No Detriment in 2021/22](#)



There are no new 'No Detriment' arrangements for the 2021/22 academic session

[Summer Exam Boards – Key Dates and Deadlines](#)



Details of Summer Exam Board deadlines, release of results and dispatch of degree documentation

undertake now to help you prepare and information on upcoming training sessions

[2022 Summer Graduation Ceremonies](#)



Online Staff Task – Now Open

[Getting Research Records Ready for Next Session](#)



Creation of enrolment records for research students for the 2022 academic session

[Enrolment and Re-Enrolment Timeline 2022](#)



Information regarding Enrolment and Re-enrolment for 2022

[Portico migration to the Cloud postponed](#)

Planned activities continue while revised timeline is prepared



[Staff Student Consultative Committees \(SSCC\) Minutes Reminder](#)

Reminder: Please submit your Term 3 SSCC minutes



Key dates and deadlines

Further dates are also available via:

- [SRS Calendar 2020-23](#)
- [Assessment and Exam Board Schedule 2022](#)
- [Curriculum planning timescales](#)

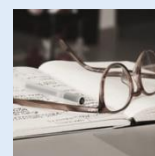
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|-----------------------|---|
| 2 May – 9 June | - Main marking and second-marking period |
| 10 June | - Programme Amendment deadline for 2023/24 implementation |
| 10 June | - Exchange of marks deadline |
| 16 – 24 June | - Boards of Examiners for: <ul style="list-style-type: none">• UG main boards• PG sub boards/Chairs action for Autumn or Spring modules. |

- 1 July** - Deadline for nominations for External Examiners starting in the 2022/2023 academic year
- 8 July** - Download LSA timetable data (GAS)
- 13 May – mid-July** - Department review of module selections and approvals/rejections (Portico & email)
- 27 May – 15 July** - Updates to assessment spreadsheets by Academic Departments
- 7 July** - Results Day for:
 - UG - Students emailed results and awards (results available on Portico from 8 July 2022)
 - PG - Students with Term 1 or Term 2 completed module results will be emailed (provisional) and available on Portico
- 18 – 22 July** - Faculty approval of departmental assessment changes

Resources and Guidance

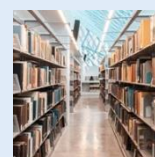
Checks in Advance of Exam Boards

Crucial checks to be done on your students' records now to ensure smooth running of Exam Boards



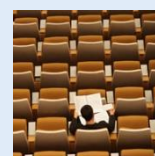
Programme Amendment Guidance 2021/22

Guidance for the submission of major and moderate programme amendments in 2021/22



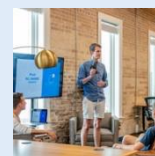
Mark Entry Quick Guides

Quick Guides available to assist with many mark entry topics



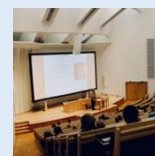
External Examining Webpage

Refer to the External Examining Webpage for FAQs, Moodle access, Timeline of Tasks and Key Contact details and News items



External Examiner UCL Credentials (for IT and Moodle access)

Board teams can now run a report to retrieve their External Examiner's UCL credentials for IT/Moodle access



In case you missed it

Introducing the Portico Governance Team

Learn about this newly formed team and the services it will deliver



Pre-Board External Examining Tasks - BoE Data Hub has now been rolled over ready for 2021-22 session

Deadline was 7th May: Board teams complete pre-Board tasks (check status of External Examiners, assign modules for the 2021-22 session & provide BoE dates to Student records via shared spreadsheet on Faculty Teams sites



Update: Nomination Form and Remote Right to Work

Submit 2022-23 External Examiner Nominations by 1st July and Remote Right to Work checks extended till 30th September



Confirm staff on Board Data Hub task occupy only one role

Please check the correct staff are assigned to Chair, Deputy and Admin roles and that each role is filled by a different person



2020/21 External Examiners Reports without a Departmental Response: next step for Departments

Departments to now provide an offline response directly to External Examiners where a standard response was not entered on Portico



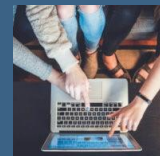
Welcome 2022 Events Timetable

Join the Student Welcome and Induction Forum and keep updated with the latest welcome and induction plans, information and resources. We've just released our proposed Events Timetable on the Forum



AssessmentUCL Practice Assessments

Getting Students Prepared in Advance



Managing Centrally Managed Assessments on AssessmentUCL

Guidelines & Training for ELOs and TAs



Now Updated for 2021-22: Assessment and Exam Board Schedule

Timeline of key Assessment and Exam Board dates for your calendar



Programme Amendment deadline for 2023/24 implementation

The deadline for submitting programme amendments for implementation in 2023/24 is Friday 10th June 2022



Community News

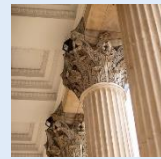
CPD opportunity to learn more about managing education quality at UCL

We are inviting expressions of interest from professional service colleagues to be involved in the annual Internal Quality Review (IQR) process as Administrative Secretary



Join TA Talk and stay connected

Sign up to [TA Talk](#) on Teams to connect with other UCL Teaching Administrators and receive notifications of important updates on student lifecycle activities. [The Community of Practice](#) is also providing opportunities to stay in touch whilst working remotely



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